

CLERK TO THE BOARD

DESCRIPTION

The Office of the Clerk to the Board of Supervisors is responsible for coordinating the official meetings of the Board of Supervisors and for preserving the minutes and records of the Board. Official meetings include regular Board meetings, Board Committees, School Board liaison meetings, and all other meetings where three or more Board members plan to be present. In cooperation with Public Affairs, the Clerk ensures that all meetings are properly advertised and publicized.

The Clerk's office prepares summary minutes of all Board meetings and is responsible for the preparation of the Board agendas. Other duties include handling inquiries from the public and assisting with Board members' calendars. The Clerk's office maintains rosters of Board and committee appointees and their terms.

The Office of the Clerk to the Board plays an important role in providing quality customer service on behalf of the Board of Supervisors and county government.

FINANCIAL ACTIVITY

	FY2002 Actual	FY2003 Adopted	FY2004 Biennial Planned	FY2004 Adopted	Change FY2003 to FY2004	FY2005 Projected	FY2006 Projected	FY2007 Projected
Personnel	\$99,560	\$101,500	\$101,500	\$107,000	5.4%	\$107,000	\$107,000	\$107,000
Operating	116,967	106,000	106,000	104,000	-1.9%	104,000	104,000	104,000
Capital	<u>2,358</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$218,885	\$207,500	\$207,500	\$211,000	1.7%	\$211,000	\$211,000	\$211,000
Revenue	<u>75</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	<u>0</u>	<u>0</u>	<u>0</u>
Net Cost	\$218,810	\$207,500	\$207,500	\$211,000	1.7%	\$211,000	\$211,000	\$211,000
FT Pos.	2	2	2	2	0	2	2	2

BUDGET ANALYSIS AND EVALUATION

The Office of the Clerk to the Board places emphasis on excellent customer relations and communication with citizens on behalf of the Board of Supervisors and county government.

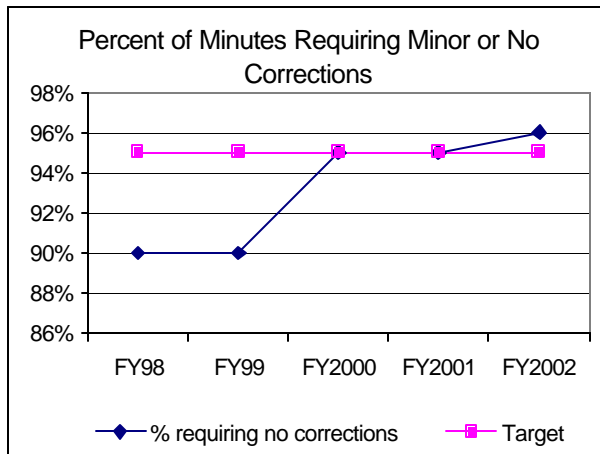
The department's budget includes a very modest overall increase for FY2004, attributable to health care and other personnel costs. Operating costs include printing, postage, and advertising costs for

the Board of Supervisors. Workload impacts on the Clerk's office are directly related to the actions and operations of the Board of Supervisors. While the Clerk's office struggles with increases in postage and advertising costs, decreases in internal service charges and other cost-cutting measures have helped to offset these increases.

CLERK TO THE BOARD

HOW ARE WE DOING?

- Goal:** Serve as a liaison for the Board of Supervisors in order to facilitate the organization and transfer of information related to official meetings. Supports countywide strategic goal number 2
- Objective:** To accurately transcribe and prepare minutes for all Board of Supervisors meetings
- Measure:** Percent of minutes requiring minor or no corrections

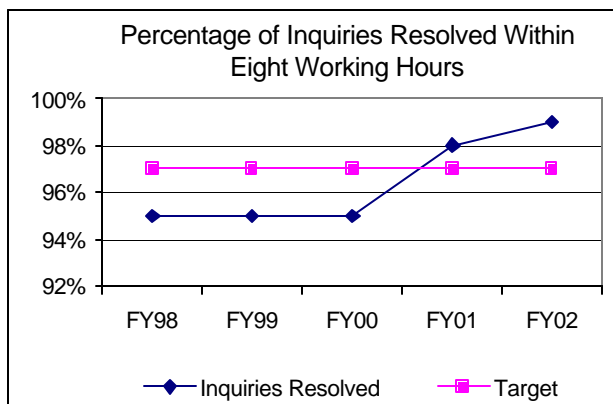


Initiatives

- Participation in the Clerk's Institute
- Cross-training
- Creation of the Board Bits
- Standard operating procedures/flowcharts
- Customer surveys

Note: FY2000 was the first year the Clerk's office tracked data on the number of minutes requiring corrections. The results indicated for FY1998 and FY1999 are estimates.

- Goal:** Serve as a liaison for the Board of Supervisors in order to facilitate the organization and transfer of information related to official meetings. Supports countywide strategic goal number 2
- Objective:** Provide quality assistance to citizens and staff. Effectively manage inquiries that involve the official records of the Board of Supervisors
- Measure:** Percentage of inquiries resolved or answered within 8 working hours



Initiatives

- Customer feedback
- Customer service standards

Note: FY2000 was the first year the Clerk's office tracked data on the percentage of inquiries resolved within eight working hours. The results indicated for FY1998 and FY1999 are estimates.

CLERK TO THE BOARD

WHERE ARE WE GOING?

The Clerk's office is continuing with the document-imaging project. Minutes from 1978 are now available on the Clerk's Intranet site, allowing departments to do searches for information as needed. The office has converted the Board's agenda

to an electronic format, thereby improving the preparation process for the agenda. The Clerk's office continues to move toward a paperless board packet.